



VOLUNTEER OPPORTUNITIES IN THE CITY OF LAKE STEVENS

The City is seeking volunteers for several vacant advisory board positions. This is an exciting time to volunteer with the City as it is engaged in significant programs and growth including subarea planning for the downtown area, major improvements to parks and other development, and improvements throughout the City. Positions available are:

Planning Commission (2 positions)

The Planning Commission serves as an advisory board to the City Council and is the principal planning advisory body to the Council for all matters relating to land use, comprehensive planning and zoning. The Planning Commission also performs other functions, including hearings on certain land use permit applications, as are assigned to it by the provisions of Title 14 (Land Use Code). Appointments are for four years.

Eligibility to be on the Planning Commission is set out in Lake Stevens Municipal Code Section 2.64.050 as follows: "The Mayor and Council may appoint a member who resides or owns property within the City or the City's urban growth area. At least four members shall be residents of the City. . ."

One appointment will be for an unexpired term ending December 31, 2018; one appointment will be for a four-year term ending December 31, 2020.

Park and Recreation Planning Board (1 position)

The Park Board serves as the principal planning advisory body to the City Council for all matters relating to parks and the provision of recreation services, including conducting public hearings as required by Chapter 35A.63 RCW to be held in the course of the adoption or amendment of the text and/or map of the Park and Recreation Element of the Comprehensive Plan.

Eligibility to serve on the Park and Recreation Planning Board is set out in Lake Stevens Municipal Code Section 2.56.020 as follows: "The Mayor and Council may appoint a member who resides or owns property within the City or the City's Urban Growth Area. At least four members shall be residents of the City."

The person appointed will fill an unexpired four-year term that ends December 31, 2019.

Arts Commission (1 position)

The Arts Commission serves as an advisory board to the City Council on visual, performing, literary, historic and cultural matters. The Arts Commission's focus is to advise the Mayor and Council regarding acquisition and display of art in public places.

Eligibility to be an Arts Commissioner is set out in Lake Stevens Municipal Code Section 2.29.020 as follows: ". . . The Mayor and Council may appoint a member who resides or owns property within the City or the City's Urban Growth Area . . . At least four (4) members shall be residents of the City."

Meetings are held the 2nd and 4th Wednesday of each month at 6:30 p.m. at the Community Center, 1808 Main Street.

The person appointed will fill a four-year term ending December 31, 2020

Library Board (1 position)

The Library Board serves as an advisory board to the City Council and works with Sno-Isle Regional Library System in providing services to the Lake Stevens citizenry. The Library Board is currently focused on supporting Sno-Isle in its efforts to site and build a new library in the city.

Eligibility to hold a Library Board position is set forth in Lake Stevens Municipal Code Section 2.60.020 as follows: “. . . The Mayor and Council may appoint a member who resides or owns property within the City or the City’s Urban Growth Area. At least five (5) members shall be residents of the City . . .” The Library Board meets quarterly in January, April, July and October on the third Thursday of those months at 5:00 p.m. at the Lake Stevens Community Center, 188 Main Street.

The person appointed will fill an unexpired four-year term ending December 31, 2020

Design Review Board (1 position)

The Design Review Board (DRB) serves in an advisory capacity to the City Council to review and make urban design decisions that will promote visual quality throughout the City. The DRB reviews design proposals for structure and site features in specific zones and determines if the requested action is consistent with adopted design criteria. Applicants should have knowledge of or interest in architecture, urban design and the development process, ability to evaluate projects based on the City’s design guidelines, ability to listen and communicate effectively at public meetings, and a passion for design and community development. The duties and eligibility requirements of DRB members are set out in Lake Stevens Municipal Code Section 14.16A.340 and the DRB is comprised of a mix of citizens, some with design expertise, design professionals who are not necessarily city residents, and members of the Lake Stevens Planning Commission. Meetings are held on an as needed basis. It is anticipated that meetings will be held fairly regularly (at least every other month) as the City moves forward with its development plans.

The person appointed will fill an unexpired four-year term ending December 31, 2018.

Civil Service Commission (1 position)

Lake Stevens Municipal Code Section 2.68.01 provides that “A Civil Service Commission is created to accomplish the purposes of RCW 41.12 relative to the selection, appointment and employment of police officers (excepting the Police Chief) within the City Police Department.” Members serve a six-year term.

* * *

To apply complete an application located on the City’s web page at:

<http://www.lakestevenswa.gov/DocumentCenter/View/2005>. Applications are also available at City Hall. **Please submit completed applications by January 23, 2017.**

Applications may be saved and submitted via email to DeputyCityClerk@lakestevenswa.gov or delivered to the Deputy City Clerk at City Hall, 1812 Main Street, Lake Stevens, or mailed to Deputy City Clerk, City of Lake Stevens, Post Office Box 257, Lake Stevens, WA 98258. For questions please call Kathy Pugh at 425-377-3225.